



ELEMENTARY KEYBOARDING

Assessment Timed Writing #1

1 Minute - 95% hfw

If you think the word you want to key, 8
the fingers will know that they are to do. 17
Just relax, then, and let them go. Try not 25
to pause after you strike a key. Quickly 33
move on to the next one. Be sure to size 41
up each word and then key it. 46

1 2 3 4 5 6 7 8



ELEMENTARY KEYBOARDING

Assessment Timed Writing #2

1 Minute - 95% hfw

As I explore a new speed zone, I try 8
my best to control each move. A major 16
goal is to make every move quickly and 24
in the right way. 27

If I lower my speed, I can pay more 33
attention to my work patterns. If I drop 41
the rate about two words, I get new 47
control and cut mistakes. 54

1 2 3 4 5 6 7 8

ELEMENTARY KEYBOARDING

Assessment Timed Writing #3

1 Minute - 95% hfw

Try to keep your eyes on your book as 8
you key. Just fix them on each word 15
and let the fingers find every letter you 23
need for the word. 27

Have a goal in mind each time you try 34
a line. Do not quit; keep on until you 42
make your rate. Size up each word 48
and key it with vigor. 52

1 2 3 4 5 6 7 8

ELEMENTARY KEYBOARDING

Assessment Timed Writing #4

1 Minute - 95% hfw

Sit back now and then to size up just	8
how you key. Do you curve each finger	16
and keep it low? Do you snap the tip	24
quickly toward the hand? If not, be sure	32
to give such major effort next. It pays.	39

1	2	3	4	5	6	7	8
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